



Old Mill Center  
for Children & Families

**Highlights of our benefits pkg include:**

- Hiring Bonus
- Retention Bonus
- PTO accrual starting at 1 ½ days/month for fulltime employees
- 12 Paid Holidays
- Health Insurance subsidy avg of 94% per month for employee coverage
- Dental & Vision insurance
- EAP
- Generous Education and Training opportunities
- Old Mill Center is a participating site in Rural Health's loan repayment programs

**Job Description**

- **FTE:** Fulltime
- **Salary Range:** \$72,800 - \$81,120/year

**Position: Licensed Child and Family Therapist and Clinical Supervisor**

**Vision:** A community that works collaboratively to ensure that all children and families have access to early education, behavioral and mental health services to improve their well-being.

**Mission:** Old Mill Center for Children and Families is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

**Position Summary:**

Therapist (0.5 FTE):

- Provides case management, individual, family, and group therapy to children & adolescents (ages 3 to 18 years old) & their families. May occasionally provide therapeutic services for adult clients.
- Meets with clients &/or families in the office setting, with occasional client related meetings in the community.

- Responsible for the developing & maintaining clinical treatment documentation, including but not limited to assessments, treatment plans, progress notes, discharge/termination of services summaries and referrals.

#### Clinical Supervisor (0.5 FTE):

- Provides clinical supervision to assigned pre-licensed therapists, Qualified Mental Health Associates (QMHA's) &/or student therapist interns according to the standards required by the representative Educational Institutions and State Licensing Boards.
- As delegated by the Program Manager, the Clinical Supervisor may assist with intake & case assignment process, treatment planning & documentation review. May also assist with education, implementation & maintenance of policies, procedures, protocols, ongoing education & program development in accordance with regulatory requirements and quality assurance standards.
- Provides evaluative input of clinical work for performance related evaluations of the Outpatient Program employees and/or student interns who receive clinical supervision from the Clinical Supervisor.

#### **Job Duties:**

- Follow professional ethics and standards
- Know and comply with OARS &/or ISSR's
- Works as an integral part of the Outpatient Team
- Provide best practice evidence-based interventions as indicated by each individual client &/or family's therapeutic service goals
- Within therapist role (20 hours per week) maintain 60% billable time productivity
- Maintain professional documentation
- Attend team meetings, as well as facilitate team meetings when planned or as needed for coverage.
- Facilitate group supervision
- Assist with pre-placement or pre-employment process for student interns & open staff positions within the department.
- Provide clinical education, consultation and guidance to Outpatient staff in conjunction with the Program Manager.
- Provide Clinical Supervision to Supervisee(s)
- Manage documentation of clinical supervision to the professional standards of licensing and educational institutions.
- Work with Program Manager to review, develop, update & provide ongoing education to department staff & student interns in regard to policies, procedures, protocols within the Outpatient Program.

- Participate in Performance Review Process by providing input & feedback regarding the clinical work of assigned Supervisee(s)

**QUALIFICATIONS:**

- *Education:* Master's Degree in Counseling, Social Work, Psychology or related field.
- *Licensing:* Must meet all requirements to be Licensed in the candidate's professional field in the State of Oregon as a: Professional Counselor, Clinical Social Worker, Psychologist or Marriage & Family Therapist.
- *Supervisor:* Registered &/or approved as a Clinical Supervisor with State of Oregon Licensing Boards for pre-licensed Marriage & Family Therapist – Registered Interns, Professional Counselor – Registered Interns & when applicable, Clinical Social Work Associates
- *Required Experience:* Experience working in a clinical setting for a minimum of 5 years. Clinical experience working with children & adolescents ages 3 – 18 is also required for this position.

**RESPONSIBLE TO WHOM:** Outpatient Program Manager

**Professional Standards:**

- Follows established Outpatient standards as well as policies and procedures of Old Mill Center for Children and Families.
- Maintains a positive job attitude including positive team behavior (e.g., willing to pitch in, problem-solving attitude, positive communication style, etc.).
- Reports at regular working hours, is punctual and uses an appropriate work ethic.
- Demonstrates good phone skills (courteous and positive) when representing Old Mill Center's interests.